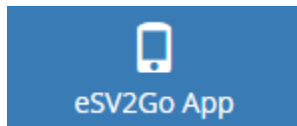


Summary: Create a Push Notification for school closings or alerts

Steps

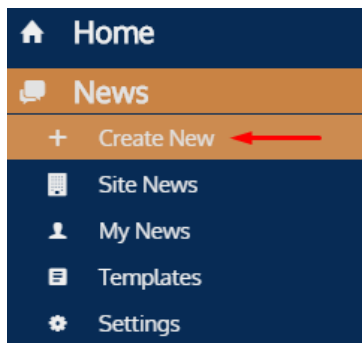
1. Login to the CMS, **Admin Home**, then click on the **eSV2Go App** option



2. In the upper right, **select the section** you are going to create a news item for



3. On the left navigation under News, click on **Create New**



4. Type a **Title** (*hint: keep your title short and to the point*) and **add text** to the body.

✎ COMPOSE MESSAGE

Title*

School Delayed One Hour

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Due to inclement weather, the Harpursville School will be delayed one hour on Monday morning 1/4/2020

Open links in browser ?

5. Click **Continue**
6. Push notification and News feed are automatically chosen by default.
*You should be able to post to Facebook and Twitter if logged into those accounts. Pushing to your website and/or email text etc. is **only** available if the district has purchased the eSVShare module*

← SELECT CHANNELS

App - Push Notification

App - Newsfeed

Facebook

Twitter

Website

Text

Email

Voice Dial

7. If this is a district wide closing, all schools/users should receive the message.

👤 CATEGORIES

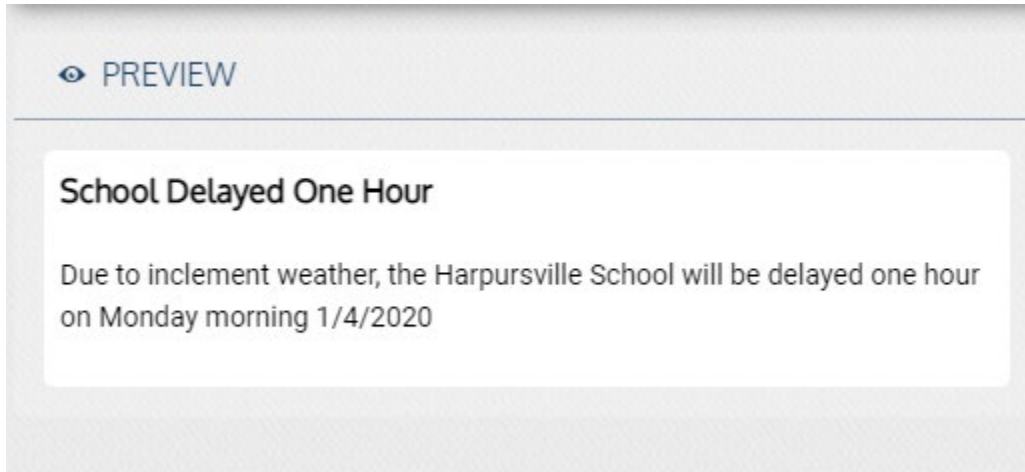
Select All Schools All Users

🔒 SECURED ACCESS

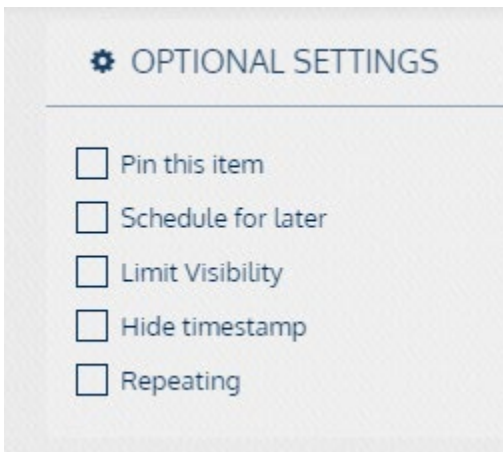
All Users - This item is public

Visible only to (Lists)

8. You will have the opportunity to Preview the message before sending and review the selected categories.



9. There are **optional** settings that require additional configuration (*like scheduling the notification for later*)



10. When happy with the news message, hit **Send**

